

English Literacy and Civics Education
Grant Continuation Guidance
July 1, 2014 – June 30, 2015



The purpose of the English Literacy – Civics Education (EL/Civics) grant is to provide adult English language instruction, integrating **all** four civics concepts: naturalization, civic engagement, U.S. history, and government. For purposes of this grant opportunity, the Department of Workforce Development (DWD) has expanded the definition to include an additional component: to gain an understanding of the world of work in Indiana. Specifically, topics may include but are not limited to: career choices and in-demand job opportunities, governmental and educational resources for employment and employment training, career pathway experiences, and other concepts that are employment and work-focused in nature. Grantees will be required to address directly all four civics concepts and the workplace/employability concepts within their funded EL/Civics program.

To support delivery of these EL/Civics services, DWD announces the availability of the continuation of federal funds to support the provision of the services discussed above for the period of July 1, 2014 to June 30, 2015. Only entities that were the recipients of EL/Civics funding in the previous program year (July 1, 2013 to June 30, 2014) are eligible to apply for continuation of funds.

Section I provides guidance on eligibility, formula allocations, fiscal processes, and grant continuation requirements. Changes to these sections are indicated in **bold, red font**. Sections II and III provide narrative and further grant continuation submission requirements. **Applicants should provide updates to the same narrative approved for the previous program year and highlight the updates.** Additional guidance is provided starting on page 4

SECTION I: Fiscal Overview

Allocation

As discussed, DWD has allocated a maximum amount of EL/Civics funds for each recipient of the EL/Civics funding in 2013-14 based on a funding formula that accounts for English as a Second Language (ESL) enrollment, regional need, and performance. Table 1 below shows the variables, description, and formula weight. See Appendix A for each region's allocation. **Only regions that received funding during the grant competition were included for the funding allocation. Fiscal agents must complete Form 2A, Form 2B (as needed), Form 2C and Form 2D as part of this section.**

Table 1: EL/Civics Formula Allocation

Variable	Description	Weight
% of Statewide ESL Enrollment	<ul style="list-style-type: none">• ESL Enrollments from PY 2012 (July 1, 2012- June 30, 2013) from NRS Table 4• ESL Enrollments from PY 2013 to date (July 1, 2013- December 31, 2013) from NRS Table 4	40%
% of 25+ w/o credential & speak language other than English (Regional Need)	<ul style="list-style-type: none">• Total regional residents who are 25 or older without a credential and who speak a language other than English at home• Source: American Community Survey (ACS) 5-year average (2008-2012)	10%

% Reimbursements Earned for Outcomes	• Reimbursements earned for ESL outcomes & EL Civics according to the Adult Education Performance Incentive Schedule for PY 2012 and PY 2013 to date	50%
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Regions may be eligible for a performance allocation if they earn their base allocation in incentives for EL/Civics program student outcomes according to the Adult Education Performance Incentive Schedule. A copy of the performance schedule is included in Appendix B. These performance dollars must also be earned according to the Performance Schedule and will be awarded for program year 2015-2016. Guidance regarding the use and budgeting of performance dollars will be given to regions once they become eligible for such funding.

Cost Analysis Budget

Each applicant must submit a cost analysis budget for EL/Civics. The cost analysis form (Form 2A) has detailed budget categories and subcategories for both program and administrative costs.

Program (instructional) costs have direct and immediate benefit to the participant and are incurred in direct instruction. Examples include instructional staff salaries, instructional materials and supplies, instructional software, classroom fixtures/space, and data collection and processing relative to individual students.

Administrative (non-instructional) costs are for planning, administration, personnel development and interagency coordination per Section 233(a) (2) of the Workforce Investment Act (WIA). These costs may not exceed 5% in state and federal funds unless a waiver is submitted (See Form 2B--Administrative Waiver Request). Costs that fall under this category relate to the following activities: administrative, program management, fiscal, clerical, data collection and processing for the program, advertising, and professional development.

All procurement must follow DWD procurement guidance issued in the Adult Education Funding policy on the DWD website: http://www.in.gov/dwd/files/DWD_Policy_2013-05.pdf. Any equipment or software purchase in excess of \$500 requires a state tag according to DWD Policy 2013-01 found here: http://www.in.gov/dwd/files/DWD_Policy_2013-01.pdf.

Reimbursement Process

Beginning July 1, 2014, fiscal agents may submit reimbursements against the budget form for actual expenditures once a month. **Fiscal agents must submit a request for reimbursement a minimum of quarterly.** DWD will post a revised reimbursement form on the Adult Education Program Management website (<http://www.in.gov/dwd/adultedadmin/grants.htm>).

Professional Development

Each fiscal agent may apply for EL Civics Leadership funds for the purpose of professional development up to the amount indicated in Appendix C – EL Civics Professional Development Funding Formula and Allocation. Table 2 shows the variables, description, and weights.

Table 2: Professional Development Formula Allocation

Variable	Description	Weight
% of ESL staff	• Number of ESL staff listed according to InTERS in regions with EL Civics grants	40%
% Performance, by lowest performance.	• The amount of the EL Civics allocations <i>not earned</i> for PY 2012 and PY 2013 to December 31, 2013.	10%
% of mileage to Indianapolis	• Average distance to Indianapolis from ESL programs in the regions with EL Civics grants	50%

The allocated professional development funds must be budgeted separately on Form 2C – Professional Development Budget. DWD encourages providers to budget additional funds for professional development from the EL Civics allocation. Allocation professional development funds should be used primarily to attend DWD sponsored events or other conferences of state or national significance such as the IAACE conference and the COABE conference. Funds also may be used for provider professional development initiatives. All professional development must align with the DWD Adult Education Professional Development policy, which will be issued by July 1, 2014. All staff who teach a minimum of nine (9) hours per week must attend a minimum of one (1) DWD sponsored initiative.

SECTION II: Narrative Requirements

There are two pieces of narrative that each grantee must complete, which are described in more detail below:

- 1) A reflective analysis of progress made on initial plans and adjustments for the upcoming year; and,
- 2) Plans for professional development.

1. Reflective Analysis (2 pages per program area)

A reflective analysis should be conducted for the following program areas: Agency Capacity and Competency for Service Provision; Instructional Goals and Activities; Evaluation of Outcomes/ Demonstrated Effectiveness. For each program area, applicants must provide a reflective analysis on the PY 13-14 proposal accepted by DWD. The analysis should provide answers to the following questions:

- Strengths: What parts of the implementation of the plan has gone well? What has succeeded?
- Weaknesses: What parts of the implementation have not gone as planned and why? What challenges have slowed or halted implementation?
- Opportunities: What adjustments or new plans will the grantee make for PY 14? What are the expected outcomes of these plans?
- Threats: What challenge might be encountered in implementing plans for PY 14? What steps will be taken to minimize and mitigate them?

Grantees should use this analysis to update any individual narrative questions as deemed necessary. Grantees should provide updates to the same narrative approved for the previous program year and highlight the updates.

Plans for Professional Development

Each program must respond to the questions below when outlining its professional development activities for the year. The professional development budget (Form 2C) should reflect all of the activities planned for the year. A calendar of professional development offered through DWD is offered in Appendix D – Professional Development Calendar.

- 1) What are the greatest PD needs of staff? What data is used to help determine this? How will providers work to meet these needs during the 2014-15 program year?
- 2) How will providers determine which staff have the opportunity to attend DWD statewide professional development? What data is used to help determine or support these decisions?
- 3) Do providers plan to provide any PD? Please describe. How will the PD provided align to and support the values of DWD and its PD activities?

SECTION III: Grant Submission Guidelines

Application Format

Applications must be typed, single spaced in size 12 font on 8 ½” by 11” paper with all pages sequentially numbered and the applicant’s region at the top of every page. **The reflective analysis should be obviously indicated for each program area. Any updated responses to individual questions should be made in the same narrative approved for the previous program year and the updates should be highlighted.** Each response should be numbered corresponding to the question number in the narrative requirements section. Required forms do not count against the page limitation. The first page must be Form 1 – EL/Civics Cover Sheet.

Grant Application Submission Requirements

Grantees must address all the requirements and submit *one hardcopy application with original signatures as required* by **March 21, 2014** to:

Indiana Department of Workforce Development
Division of Adult Education
Attn: Melissa Wafford
10 N. Senate Room SE 203
Indianapolis, IN 46204

Please note that DWD must receive applications by this deadline, i.e. this is not the postmark date. DWD will not accept faxed copies. In addition to a hard copy, please email electronic copies of the narrative in Microsoft Word and the budget/cost analysis forms in Microsoft Excel to Melissa Wafford at mwafford@dwd.in.gov with the subject “Applicant, Region #, EL/Civics.” A confirmation email will be sent when both the electronic and hardcopy versions of the application are received.

Technical Assistance

Questions about this grant opportunity may be addressed to the Regional Adult Education Coordinator or John Rutledge at JRutledge@dwd.in.gov.

SECTION IV: Forms and Appendices

Forms

- Form 1 – Grant Continuation Cover Sheet
- Form 2A – EL/Civics Cost Analysis (one per applicant)
- Form 2B – Administrative Waiver Request (as needed)
- Form 2C – EL/Civics Professional Development Budget
- Form 3 – Assurances

Appendix A – Regional EL/Civics Allocation

Appendix B – Performance Incentive Schedule

Appendix C – EL/Civics Professional Development Allocation

Appendix D – Professional Development Calendar